

## Personnel Justification Template For Modular Budgets (And Non-Modular Personnel Justification Sections)

(All instructions from NIH SF424 Guide found here [http://grants.nih.gov/grants/funding/424/SF424\\_RR\\_Guide\\_General\\_Ver2.doc](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc) )

For each person, it is recommended that the following be included for clarity:

1. Role, position, and suitability to project: *Enter relevant work or accomplishment here, which shows suitability to project*).
2. Specific role in project, i.e. directing the project, contributing a specific expertise, showing how this is the best person to lead the project.
3. Commitment of effort to project: (S)he is committed to the project for x calendar months.

Example: **Henry Smith, Ph.D., P.I. (1.5 calendar months)**, will serve as PI and Project Director on this project. Professor of Pathology at Tufts and an HHMI investigator, he has researched nanostructures extensively, and has over 25 years of highly regarded work in the field. He will have overall responsibility for all aspects of the project, and will be responsible for organizing and chairing meetings of the advisory committee. In addition, he will be serving as the lead investigator of the microbiology core investigation.

Note: Please delete the examples before beginning, leaving only the headings, and this blue text before PDF conversion and uploading.

### Principal Investigator, Program Director, or Project Director (PD/PI):

'The individual(s) designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award. The applicant organization may designate multiple individuals as principal investigators (PDs/Pis) who share the authority and responsibility for leading and directing the project, intellectually and logistically.

### Senior/Key Personnel:

'Individuals who contribute to the scientific development or execution of the project in a substantive, measurable way, whether or not salaries or compensation are requested under the grant.

Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level should be included if their involvement meets the definition of Senior/Key Personnel. Consultants should also be included if they meet the definition of Senior/Key Personnel. **Senior/Key Personnel must devote measurable effort to the project whether or not salaries or compensation are requested – “zero percent” effort or “as needed” are not acceptable levels for those designated as Senior/Key Personnel.**

### Other Significant Contributors:

'This category identifies individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the projects. These individuals are typically presented at “zero percent” effort or “as needed” (individuals with measurable effort cannot be listed as Other Significant Contributors). Consultants should be included if they meet this definition. This would also be an appropriate designation for mentors on Career awards.'